

**ENGINEERING AND RELATED SERVICES  
JULY 8, 2011**

**STATE PROJECT NO. H.971294.1  
F.A.P. NO. STP-9909(539)  
RAILROAD SAFETY INFORMATION SYSTEMS (RSIS)  
RAILROAD INVENTORY UPGRADE  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Mr. William Shrewsberry, P.E.

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will provide the services required to migrate Railroad Safety Information System (RSIS) data on approximately 9,000 RSIS railroad crossings to a web based application; work with the DOTD to comply with the Congressionally mandated RSIA (Railroad Safety Improvement Act of 2008); aid DOTD in conforming with the RSIA by coordinating with the Federal Railroad Administration (FRA); aid the Highway/Rail Safety Program to perform an evaluation of RSIS inventory database for approximately 3,000 public at-grade railroad crossings; assist in data collection from the Louisiana railroads (both Class I & Shortline Railroads); evaluate DOTD's current prioritization process; recommend and implement changes to the databases and FRA interaction process; assist in the preparation of reports to support DOTD's Highway/Rail Safety Program; assist in the preparation of the biannual Railroad Safety Program meetings; and maintain an ongoing interface for this web based system to the FRA's system and FRA inventory requirements. The product of this contract will be utilized for planning and preconstruction engineering of Highway/Rail Safety projects and DOTD's roadway construction projects crossing a railroad. The goal of the product is to improve DOTD's railroad inventory data reporting; evaluate processes for prioritization; and interface the new web based data system with the FRA system in order to comply with yearly reporting and inventory requirements as outlined in the RSIA. At the conclusion of this contract, DOTD is to be provided the crossing data in a relational database, if not hosted by DOTD, and a report summarizing "lessons learned" regarding the effectiveness

of the FRA Data interaction and recommendations to improve this FRA interaction on a State and national level.

### **SCOPE OF SERVICES**

The selected Consultant will perform and/or provide the following tasks and deliverables:

1. Perform a comprehensive evaluation of the existing DOTD RSIS data and FRA inventory data for Louisiana and provide recommendations to modify DOTD RSIS data to comply with the latest FRA requirements. Any changes to the existing RSIS data must be coordinated with DOTD prior to implementation. Once approval is received, implement changes and incorporate FRA data into a web based system with DOTD RSIS data on a backup level.
2. Review the discrepancies between DOTD RSIS and FRA with Project Manager. Plot course of action for resolution of discrepancies and implement changes, as needed.
3. Assist Project Manager to coordinate with Louisiana's Class I & Shortline Railroads to promote accuracy in Inventory.
4. Maintain existing data fields in the DOTD RSIS system, which may not be required by FRA, and incorporate into the new web based system.
5. Assist in collecting information on additional data requirements of FRA by data mining existing DOTD and partnering Railroad systems and/or attending site visits near Baton Rouge (2 maximum), to assist and train DOTD personnel in collecting the appropriate data.
6. Evaluate DOTD's Highway Rail/Safety prioritization process and provide recommendations to improve the existing models and update current rating factors. The system is to provide a rating function per FRA PCAPS, New Hampshire model, DOTD model or combination of approved models based on DOTD requests. The model is to be adjusted to include recommendations and additional factors as instructed by DOTD based on dynamic safety factors and cost/benefits. Implement recommendations after testing the model and receiving approval from DOTD.
7. During the duration of the contract, provide reports to DOTD and FRA on areas and recommendations to improve RSIA compliance, State of Louisiana's inventory data accuracy, and interaction between FRA, DOTD and railroads. Provide a final report, providing an overview of the project and recommendations on how DOTD, FRA and the railroads can best maintain consistent records for highway/rail crossings at the end of the contract.
8. Assist DOTD with their expertise and basic reports for biannual RR Safety meetings with FHWA, FRA and other partners to promote, support and plan for on-going RR Safety Program. These basic reports will be brief presentations of crossings proposed for potential RR Safety funding. This is done by DOTD, but consultant may partner with DOTD to simplify these presentations
9. Assist in planning and evaluation of specific corridors (maximum of 2 corridors) for the Highway Rail/Safety prioritization process and provide DOTD informational reports for public meetings with local governments. These corridors

will be selected by DOTD, in cooperation with the partnering railroads and the consultant and are envisioned to be 1) a municipality of less than 20,000 population and 2) a major Class I railroad line with a minimum 50 mile corridor. DOTD will have most of the basic information already compiled for these corridors. The consultant will aid DOTD with the preparation of presentations and handouts for public meetings and preparation of general information to be supplied to the municipalities and partnering railroads.

10. Deliverable of the inventory evaluation will be a web application compatible with a GIS database. The database shall be capable of accepting data from the Class 1 Railroads and Shortline Railroad sub-recipients. The consultant may choose to host the website application and provide support for 3 years or assimilate into the DOTD IT system following all applicable standards with associated support for three years. If hosted by consultant, all data shall be contained in a relational database and be delivered to DOTD IT section at the end of the contract.
11. Application will generate FRA inventory form, prioritization report, other existing reports and searchable reports based on specific criteria in the database. All generated reports are to contain an “exempt from discovery” disclaimer to be provided by DOTD.
12. The system will be capable of submitting the Inventory Update as required by the Rail Safety Improvement Act (RSIA) directly to the FRA National Crossing Inventory Database.
13. The system will enable DOTD to assign security to authorized users within DOTD and Railroad Companies. Security functions will also be limited to specific fields and provide a history of data field changes by date and user.
14. Perform training of DOTD personnel and partnering Railroad personnel. This includes an initial training session at DOTD with all railroad companies’ authorized users. As support of the application, follow-up webinars and publications are to be made available to all users to disseminate information when minor changes in reporting are required. (maximum of one webinar per quarter with associated handouts/publications)
15. The system will have a user friendly interface to allow all sub-recipients to view data and report recommended changes to the system and thereby DOTD and FRA. Sub-recipients may be given different or somewhat restricted privileges to update data.
16. Provide support of application for the duration of the contract. In addition to webinars and initial DOTD and railroad personnel training, on-site DOTD training will be required (maximum of 2) if significant changes to forms or inventory data are needed to comply with FRA modifications within the timeframe of the contract. Support includes, but is not limited to, 120 hours/year for customization of reports, forms, training, and coordination with FRA.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to

established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **SERVICES TO BE PERFORMED BY DOTD**

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. Provide access to existing database (DB2)
2. Provide access to DOTD personnel
3. Support access to Louisiana railroads and provide a copy of Partnering Agreement between DOTD and Class 1 Railroad if such agreement is negotiated.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$250,000**.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. Manual of Uniform Traffic Control Devices
2. DOTD Traffic Signal Design Manual
3. AASHTO Policy on Geometric Design of Highways and Streets
4. DOTD Consultant Contract Services Manual
5. DOTD Web Standards and Best Practices documents will be provided on an as-needed basis to the selected consultant.
6. Code of Federal Regulations (CFR) as related to Highway/Rail safety.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana.
3. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum four years of Highway/Rail crossing safety engineering experience, including inventory data collection and analysis.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Programmer with relational database experience.
  - b. One Responsible member with experience in the last 5 years as a member of a national technical committee focused on railroad safety or inventory and supporting FRA technical compliance.
  - c. One responsible member with experience evaluating highway/rail safety corridor projects with three or more crossings.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4; \*

\* Location will be based from Marksville, Louisiana.

\*\* A composite performance rating derived from all Consultant's current ratings will be used.

Complexity Level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. William Shrewsberry – Project Manager
3. Simone Ardoin
4. Trey Jesclard
5. Lei Wang
6. Jason Dunlap

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

## CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. H.971294.1**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, July 26, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1989

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.